

JUNEAU COUNTY POSITION DESCRIPTION

JOB TITLE: Health Officer

DEPARTMENT: Juneau County Health Department

DIRECT REPORT TO: Board of Health

GRADE: 29

SALARY RANGE: See current wage scale **POSITION:** Full Time, Non Union, Exempt

A. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

This managerial position acts on behalf of the Board of Health in carrying out the Federal and State Statutes, and Local regulations to protect and improve health in the county.

DISTINGUISHING FEATURES OF THE JOB

The Health Officer's responsibilities include: planning, directing, and supervising Juneau County Health Department and performing the County Health Officer's duties as described by Wisconsin Statutes and County Ordinances. The Health Officer is mandated to protect and promote health while preventing disease and injury through policy development, community assessments/education and assurance of high quality services. The Health Officer provides the leadership necessary for equitable distribution of public health resources and the provision of reasonable and necessary public health services to provide the environment in which individuals can be healthy.

B. ESSENTIAL FUNCTIONS

The following duties are illustrative for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required.

- A. Provides immediate needs and long-range planning for maternal and child health, communicable disease, chronic disease, school and day care health, disaster preparedness, environmental health and human health hazards, immunizations, Women Infants and Children, Nurse Family Partnership and Prevention Programs.
- B. Drafts and/or oversees all department policies and program goals. Determines program staffing levels and duties. Approves the department's policies.
- C. Maintains knowledge of current ordinances, laws, rules, and regulations effecting public health program administration. Approves and signs citations in warranted situations in conjunction with Corporation Council. Participates in continuing professional development and training.
- D. Reviews department program performance documents and implements any needed change. Plans systematic program evaluation for effectiveness and statutory and regulatory compliance.
- E. Oversees the preparation and monitors annual department operating budget. Prepares or monitors grant application process. Monitors all department expenditures and revenues. Reviews and monitors financial reporting procedures for compliance with county, state, and federal requirements.

- F. Directs and participates in department personnel practices including interviewing prospective employees, employee selection, orientation, assigning duties, recommending transfers/promotions and salary increases, training employees, evaluating employees and approving discipline procedures and employee discharge. Assists in drafting and implementing departmental training and in-services.
- G. Conducts and participates in all management team meetings.
- H. Maintains confidential records where appropriate.
- I. Assesses community health care needs through statistical review by proficiently navigating the federal, state and local electronic data sources. Is seen as a leader regarding the health needs of the population within the community and advocates for new programs and/or changes in existing programs and activities as needed.
- J. Coordinates partner participation in Community Health Needs assessment and Community Health Improvement Plan.
- K. Drafts and provides oversight of the annual department report, health programs news releases, newsletter editorial material, pamphlets, memos, Face book and Web site etc.
- L. Participates in local, regional, state table - top and full scale exercises for emergency preparedness.
- M. Per State Statutes acts as the County Health Officer with responsibility for communicable disease control and environmental health. Directs communicable disease control measures. Monitors communicable disease outbreaks. Directs and monitors prevention measures and symptom recognition education. Directs human health hazard prevention, detection and cleanup activities.
- N. Promotes plans and directs department outreach efforts. Interprets department service functions to general public through news releases, public appearances, person-to-person, and media outlets. Maintains ongoing internal and external relationships with various county wide stakeholders.
- O. Co-ordination and over site of on-going departmental Strategic Planning, Quality Improvement, Performance Management, Workforce Development, and 140 Review.
- P. Participates in making policy decisions with other public health system partners to develop an emergency preparedness response for Juneau County. Acts as the Incident Commander in a public health emergency.
- Q. Participates in advocacy initiatives and educates the Board of Health, county board and legislators on issues regarding the health of Juneau County residents.
- R. Develops programs utilizing available staff in the most efficient manner possible to a Level III Health Department as referenced in 251.05(2) (c) WI State Statutes.

- S. Coordinates cooperative programs with other county departments, other community agencies, such as, but not limited to, hospitals, schools, businesses, etc., to render programs more effective and to avoid duplication.
- T. Promotes the integration and coordination of health department services into the total health care system and the community and ensures accessibility of health department and other health services to all citizens.
- U. Provides support to the Board of Health by facilitating meetings, assisting with the recruitment of community members, recommending policies, providing technical information, and communicating on an on-going basis.
- V. Represents department at conferences and meetings on health related matters when the county has an interest, or where necessary to stay abreast of current laws, regulations, or events.

QUALIFICATIONS:

A local health officer of a Level III local health department shall have at least one of the following:

1. A master's degree in public health, public administration, health administration or, as defined in rules promulgated by the department, a similar field and 3 years of experience in a full-time administrative position in either a public health agency or public health work.
2. A bachelor's degree and 16 graduate semester credits towards a master's degree in public health, public administration, health administration or, as defined in rules promulgated by the department, a similar field and 5 years of experience in a full-time administrative position in either a public health agency or public health work.
3. A license to practice medicine and surgery under ch. 448 and at least one of the following:
 - Three years of experience in a full-time administrative position in either a public health agency or public health work.
 - Eligibility for certification by the American board of preventive medicine in public health or general preventive medicine.
 - A master's degree in public health, public administration, health administration or, as defined in rules promulgated by the department, a similar field.

E. EDUCATION/EXPERIENCE

1. Comprehensive knowledge of the principals and techniques of public health administration; public health programs and public health science.
2. Experience in providing public health service to entire jurisdictions, communities, or large populations and prevention services to large population groups and communities.
3. Knowledge of the core public health functions (assessment, policy development, and assurance), as well as the essential public health services as identified in WI State Statutes 250.03 (L).
4. Experience and competence in (1) assessing community assets and current emerging threats to health,(2) developing policies and plans to address problems that have been

assessed and to protect and improve the health of the population or community, and (3) working with others –utilizing strong interpersonal relationship skills-to develop partnerships and negotiate arrangements for services.

5. Knowledge of community organizations and community resources.
6. Ability to exercise leadership and direct the work of others.
7. Requires superior communication both orally and in writing.
8. Requires the ability to operate within the strictest legal and ethical standards regarding the privacy and confidentiality of client and employee information.
9. Skills to organize, plan, administer, coordinate and control agency programs in the community.

F. ABILITIES AND DEMANDS OF THE POSITION

Physical and Mental Abilities Required to Perform Essential Job Functions

- Ability to decide the time, place and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to manage and direct a group of workers. Ability to counsel and to mediate. Ability to persuade, convince and train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory data and information such as financial statements, budgets, balance sheets, bills, birth records, performance evaluations, press releases, communicable disease reports, patient records, Public Health Agenda, computer software operating manuals, public health program manuals, county personnel policies, union contract, State Statutes, procedures, guidelines and non-routine correspondence.
- Ability to communicate verbally and in writing with clients, medical care providers, Department personnel, news media representatives, nursing students, County Department Heads, State and Federal legislators and health agency personnel.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Judgment and Situational Reasoning Ability
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.
- Ability to use functional reasoning development in performing functions within influence systems such as associated with supervising, managing, leading, teaching, directing and controlling.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing semiskilled movements such as data entry. Ability to operate computer keyboard/typewriter, photocopier, calculator/adding machine, telephone.
- Ability to exert light physical effort in sedentary to light work, involving lifting. Ability to stand and sustain visual concentration for prolonged periods of time.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors.

Environmental Adaptability

- Ability to work under safe and comfortable conditions with exposure to disease odors, toxic agents and temperature variations when making inspections.

EEOC/AA/ADA

Juneau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. This position description has been prepared to assist defining job responsibilities, physical demands, working conditions, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.